

WESTVILLE FIRE DISTRICT NO. 1
23 W. OLIVE STREET, WESTVILLE, NEW JERSEY 08093

RECORDING OF TRANSACTIONS

POLICY # F1.3
DATE ADOPTED 5/22/97
DATE REVISED 10/26/10

PURPOSE OF POLICY: TO DEFINE THE PROCEDURES TO BE USED AS CONTROLS IN THE RECORDING OF TRANSACTIONS

1. A lists of bills must be prepared, recorded, and posted on the Fire District bulletin board for the regular monthly business meeting of the Westville Fire District No 1.
2. A ledger sheet must be prepared from each month's voucher stating the following;
[a] Date of meeting when voucher was approved
[b] Check number
[c] Vendor Name
[d] Total amount of voucher
[e] Designated line item to be charged
3. Each line item must be recorded and calculated each month to inform the Board of Commissioners of the status each line item during the course of the fiscal year.
4. A payroll ledger must be recorded for each pay period along with all necessary payroll deductions under the direction of the Fire District's auditor.
5. A payroll deduction statement must be distributed to each employee of the district stating each deduction from his her paycheck for that period.
6. All of the above records must be turned over to the Fire District's auditor, when requested, for preparation of its annual budget.